



## FOOD TRUCK PILOT PROGRAM OPERATING AGREEMENT

City of Douglas Main Street  
211 South Gaskin Avenue  
Douglas, Georgia 31533

The City of Douglas is currently reviewing its policies regarding food trucks. During this time, we will be operating according to a temporary pilot program. This temporary agreement is an interim step to provide clarity to guide food truck operations until our review of mobile food service is complete.

Food trucks will adhere to these conditions:

1. In all circumstances you must maintain documentation of the necessary approvals from Georgia Department of Health Inspections and Permits and any other agency documentation necessary to provide food service.
2. In all circumstances you must possess a current City of Douglas Business License.
3. You will collect and remit Hospitality Taxes in the same manner as other food service enterprises.
4. In all circumstances you must possess proof that your mobile kitchen has been inspected and approved by the City's Building Codes division. Any modification made to the mobile kitchen must also be inspected.
5. In all circumstances you must possess confirmation that you have received permission from the owner (or authorized agent) of the property where the unit is parked. This permission should include a legible name, signature, and phone number of the authorizing individual.
6. In all circumstances, the unit must be parked in a location that does not create traffic or safety problems and does not interfere with the activities of other businesses or otherwise interfere with other lawful activities or violate any statutes, ordinances, or other laws. You must immediately comply with requests or directives to relocate the unit for such reasons.
7. The vehicle cannot be left unattended or left at a sales site overnight.
8. You are responsible for identifying suitable access to restrooms for your employees.
9. You are responsible for removing your own garbage and keeping its surroundings free from litter. You must provide your own waste receptacles. No garbage is to be left onsite.

10. No gray water can be dumped on the site or location where food truck will be located.
11. Downtown – The city has identified three (3) city-owned locations within the downtown area for experimental use in this manner by self-contained food truck units able to function within one standard parking space (no trailers). These sites can be utilized by you and other food truck proprietors by contacting Pattie Merritt at 912-384-5161 or [PMerritt@cityofdouglas.com](mailto:PMerritt@cityofdouglas.com).
12. There is a limit of two (2) times a week, a food truck can operate downtown. We encourage you to rotate among the three (3) city owned downtown sites during this trial period.
13. The temporary food truck pilot program will allow food trucks a six (6) month trial period. After the first six (6) months a new contract must be submitted with the City of Douglas.
14. All food trucks wishing to participate must be self- contained including water supply and electricity/generator.
15. Food truck operating hours can be no longer than four (4) hours per day of each day parked; Breakfast operating hours: 6am-10am; Lunch operating hours: 10am-2pm; Dinner operating hours: 4pm-8pm
16. Food truck must be fully staffed during operations.
17. No pop up tents or household grills will be permitted on site with the food truck.
18. All food truck operators must provide their own operating equipment; water hose, generator, prep tables, chairs, etc.
19. Absolutely no alcohol can be sold or distributed from the food truck.
20. All food trucks must have business name displayed on truck. All food trucks must be aesthetically pleasing to the eye and must complement our existing downtown businesses.
21. Any food truck vendor wishing to become a part of the pilot program, must be an established restaurant business and/or considering opening a long term bricks and mortar business within the zoned Main Street district or Downtown district.
22. No food truck will be allowed to stay overnight under no circumstances.
23. A non-refundable deposit of \$100 will be paid for application processing fees and must be submitted to the City of Douglas Main Street Division.
24. A weekly fee of \$100 will be charged for each food truck to set up and operate.

These conditions are subject to change as the city continues its review of the regulatory policies for this type of business activity. This agreement can be canceled at any time by the City.

Please sign and completely fill out the below to indicate your understanding of the above and your commitment to operate within these guidelines.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Business Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Meal & Hours:

Breakfast: 6am-10am

Lunch: 10am-2pm

Dinner: 4pm-8pm

Day(s) of the week you wish to participate: \_\_\_\_\_

Date: \_\_\_\_\_

City Approvals:

Main Street Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Public Information Director: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Begin Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_